ROSS

1000-Series Electronic Combination Safe Lock

Super Code Operating Instructions

The Super Code

Please find attached the super code assigned to this unit.
This code should be retained in a secure location.

This Super Code is used :-

- As an emergency override code to open the Ross 1000-Series Electronic Combination Safe Lock.

- It can also be used to:-
  1. Change the Super Code.
  2. Add and delete the Manger Code.
  3. Enable and disable the Manager Code.

- To link the entry pad and the safe lock together. Encrypted data is loaded from the entry pad to the safe lock to protect against illegal entry. The safe lock and the entry pad must have the same super code encryption or the unit will not work.

Recommendation in the use of the Super Code

- It is recommended that a database be maintained that lists the relevant client information, serial number of the unit and its assigned super code.

- It is recommended that a unique identifiable serial number be assigned to the unit. Via the database, the safe's serial number then identifies the super code that has been assigned. Each entry pad should also be labelled with this serial number for identification and traceability reasons.

- It is recommended that only authorized administrators manage this database. Records need to be kept of when a super code inquiry was made, and who required access to this information.

MOST IMPORTANTLY:

- Your database needs to record any change in the link between the super code and the unit's serial number. If this link is lost or the super code has been lost, super code access is not possible. A new entry pad would need to be installed. The replaced entry pad would also need to be returned for re-programming of a new factory set super code.

- It is not recommended that an end-user be provided with the super code.

Database Example –

Serial#	User Name	Contact Details	Super Code	Inquiry Date
100001	ABC locksmiths	James Bigley	621820	20/4/08
100002	XYZ Security	Robert Henry	420987	

Super Code operating instructions

Getting Started

- This unit runs on a 9V alkaline battery. It is recommended that either **'Duracell'** or **'Energizer'** brands be used.

- Using the cable supplied, connect the entry pad and the safe lock together, and then install the battery into the entry pad.

- In the event the unit appears to be not functioning, re-check the cable and battery connections. If the error remains, push the reset button on the lock to reset the link between the entry pad and the safe lock. If the error persists, contact your supplier for further advice.

Opening the Unit with the Super Code

- Enter the super code assigned to this unit. (2) beeps sound to indicate the handle on the door can be turned to open the safe.

CAUTION: *It is recommended that the following Instructions are performed with the safe door open.*

1. <u>To change the Super Code on this unit</u>

PLEASE NOTE:

- You need to ensure that your database records are updated to reflect the change in this unit's Super Code.
- You are not permitted to set the Super Code to (0 0 0 0 0 0).
- There is a 10 second time limit between each step. If exceeded, the unit will reset back to its standby status.

To Change the Super Code:-

- Prepare the new (6) digit Super Code.
- Enter (0 0 0 0 0 0) 2 beeps sound.
- Enter the existing (6) digit Super Code. 2 beeps sound.
- Enter the new Super Code. 2 beeps sound.
- To verify, re-enter the same Super Code. 1 beep sounds.
- Enter the new Super Code to verify the new code has been accepted. 2 beeps sound.
- If 3 beeps sound at any time, the Super Code change process has failed, and the existing Super Code remains.

2. <u>To Add the Manager Code on this unit</u>

If no Manager Code has previously been entered :-

- Prepare the new (6) digit Manager Code.
- Enter the Super Code and <u>*hold down*</u> the last digit of the code until 2 beeps sound. This is then followed by 2 beeps.
- Press button (1). 2 beeps sound.
- Enter the Manager Code. 1 beep sounds.
- To verify, re-enter the same Manager Code. 1 beep sounds.
- Enter the Manager Code to verify the code has been accepted. 2 beeps sound.
- If 3 beeps sound at any time, the Manager Code entry process has failed, and no Manager Code has been accepted.

3. <u>To Delete the Manager Code on this unit</u>

If the Manager Code has previously been entered :-

- Enter the Super Code and *<u>hold down</u>* the last digit of the code until 2 beeps sound. This is then followed by 2 beeps.
- Press button (3). 2 beeps sound. The Manager Code has been deleted.
- If 3 beeps sound at any time, the Manager Code delete process has failed, and the Manager Code has been retained.

4. <u>To Enable the Manager Code on this unit</u>

If the Manager Code has previously been entered :-

- Enter the Super Code and *<u>hold down</u>* the last digit of the code until 2 beeps sound. This is then followed by 2 beeps.
- Press button (1). 2 beeps sound. The Manager Code has been enabled.
- If 3 beeps sound at any time, the Manager Code enable process has failed, and the Manager Code status remains unchanged.

5. <u>To Disable the Manager Code on this unit</u>

If the Manager Code has previously been entered :-

- Enter the Super Code and *<u>hold down</u>* the last digit of the code until 2 beeps sound. This is then followed by 2 beeps.
- Press button (2). 2 beeps sound. The Manager Code has been disabled.
- If 3 beeps sound at any time, the Manager Code disable process has failed, and the Manager Code status remains unchanged.

Troubleshooting

PLEASE NOTE: Encrypted data is loaded from the entry pad to the safe lock to protect the unit from illegal entry. The safe lock and the entry pad must have the same Super Code encryption or the unit will not work.

The remainder of this section deals with the options available when it is evident that entry of the Super Code has failed to open the safe, and a fault lies either with the entry pad or safe lock. This assumes that the safe door may already have been drilled open and/or the entry pad or safe lock is obviously damaged. The other assumption is that the Super Code being used is in fact the correct code.

Have an entry pad available that has been assigned a Super Code that matches the faulty unit. With this –

Options: Verify that the safe lock works by connecting this new entry pad to the safe lock.

- If unsuccessful, remove the battery from the entry pad, connect a new safe lock to the entry pad, re-connect the battery and press the ‘reset’ button on the lock. If the unit can then be opened using the Super Code, then the safe lock is at fault. Re-connect the original entry pad to the new safe lock; following the procedure just outlined, and verify the unit can then be opened using the Super Code.
- If successful, then the original entry pad is at fault, and needs to be replaced. Both the Manager and User Codes need to be reinstated.
- It may also prove to be the case that both the entry pad and safe lock are both at fault. In this case, a complete unit changeover will be required.

As stated earlier, if the resulting change has compromised the Super Code, change the Super Code and update your database records accordingly.

Finally, if the Super Code of any entry pad is lost, the unit will need to be re-programmed back at the factory, and a charge for this service will be applied.

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1000-SERIES ELECTRONIC COMBINATION SAFE LOCK



SUPER CODE OPERATING INSTRUCTIONS